



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

December 5, 2008

GENERAL LETTER NO. 1-C-AP-17

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 1, Chapter C, ***CONFIDENTIALITY AND RECORDS OF THE DEPARTMENT APPENDIX***, the following form:

470-4375 *Child Records Query*, revised

Summary

This chapter is revised to update the form to reflect the name of the current director of the Department.

Effective Date

Upon receipt.

Material Superseded

Remove the following form from Employees' Manual, Title 1, Chapter C, Appendix, and destroy it:

<u>Page</u>	<u>Date</u>
470-4375 (after p. 4)	4/07

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



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DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

Date:

Respond to:

County Number: Worker Number:

Worker Name:

Worker Phone:

Office Address:

Dear :

We have received a request from , as the parent of , to share the following information about this child or children.

Information requested:

We need to know if you agree with us sharing this information. Please send your answer to the address listed above. If we do not get an answer from you by , we will decide what information can be shared based on Iowa law.

Iowa law says that unless otherwise ordered by the court in a custody decree, both parents have legal access to information about their child, including medical records. Therefore, we may have to share information even if you don't agree. You can see a list of the kinds of information that may be shared on the back of this form. You will get a copy of whatever information we share.

Response

- ☐ I agree that the Department may share this information.
- ☐ I do not agree that the Department may share this information because:

Please give your reason for not agreeing and provide any proof to support your reason. Please use an additional sheet of paper, if needed.

Signature:

Date:

The Department may share the following information about a child with the child's parent who is not on the Department case even if you don't agree:

Program	Information Shared
Child Care Assistance	<ul style="list-style-type: none"> • Whether the child received assistance • What months the child received assistance
Family Investment Program	<ul style="list-style-type: none"> • Whether the child received assistance • What months the child received assistance
Food Assistance	<ul style="list-style-type: none"> • Whether the child received assistance • What months the child received assistance
<i>hawk-i</i>	<ul style="list-style-type: none"> • Whether the child received assistance • What months the child received assistance • What services were paid • The amount of payments for services
Medicaid	<ul style="list-style-type: none"> • Whether the child received assistance • What months the child received assistance • What services were paid • To whom the services were paid • The amount of payments for services